

# BLOOMFIELD COUNTRY MANOR CONDOMINIUM ASSOCIATION



## RULES AND REGULATIONS

### CO-OWNER HANDBOOK (Amended and Restated March 1, 2026)

BLOOMFIELD TOWNSHIP\*  
*EMERGENCY NUMBERS*

FIRE	911
EMS	911
POLICE	911
Non-Emergency	433-7755
Animal Welfare	433-7757
Water & Sewer	433-7730
Bloomfield Township	433-7700
Gas (Consumers Power)	1-800-477-5050
Electric (Detroit Edison)	1-800-477-4747
Highlander Group	1-248-225-7191
(Emergency Only 4:30 pm – 9:00 am 24 hours on the weekends and holidays)	

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## INTRODUCTION

The purpose of the Co-owner Handbook is intended to provide useful “at-a-glance” information to the Co-owners and residents of the Bloomfield Country Manor Condominium Association (the “Association”). It is not intended to cover all facets of the Condominium Documents or condominium living.

The Rules and Regulations may be amended as required by the Board and is authorized in the Bylaws (Article VI, section 11, page 20) not needing adoption from the co-owners unless it involves additions to the common elements (Article II, Section 3C, page 2) or in borrowing money (Article X, section 3G, page 26).

Co-owner Handbook replaces any and all prior versions of same.

In the event this Co-owner Handbook conflicts with the Association Master Deed, Bylaws and/or Articles of Incorporation (the “Condominium Documents”) or the Michigan Condominium Act (the “Act”), **the Condominium Documents and the Act shall govern.**

## GENERAL INFORMATION

The condominium concept of living promotes the health, happiness, and peace of mind of the collective unit owners and residents using facilities in common. Each unit owner must give up a certain degree of freedom of choice which they might otherwise enjoy in separate, privately-owned property. Condominium unit owners comprise a little democratic sub-society of necessity, more restrictive as it pertains to use of Condominium Premises than may exist outside the condominium organization.

Our buildings were constructed in 1969 as apartments and converted to condominiums in 1982. Building codes have changed significantly since then and when required the Association will update those objects.

There is very little insulation between walls, floors and ceilings (other than roofs). This gives way to the possibility of noise and smells drifting into the neighboring units. Many units having hard wood floors add to this inconvenience.

Please be mindful of this and be conscientious of your activities and how they may affect your neighbors.

## DEFINITIONS

A condominium is a form of real property. A condominium unit has the same legal attributes as any other form of real property under Michigan law and may be sold, mortgaged or leased, subject only to such restrictions as are contained in the Condominium Documents or as otherwise may be applicable to property.

Each owner receives a deed to their individual condominium unit. Each owner owns, in addition to their unit, an undivided interest in the Common Elements, as defined in the Master Deed, which comprise the project. Title to the Common Elements is included as part of, and is inseparable from, title to the individual condominium units. Each owner's proportionate share of the Common Elements is determined by the percentage of value assigned to their unit in the Master Deed.

All portions of the project not included within the individual units constitute the Common Elements. **Limited Common Elements** are those areas set aside only for an individual unit owner (*i.e.*, balconies, assigned carports and basement areas). General Common Elements are all **Common Elements** other than Limited Common Elements (*i.e.*, accessible by all Co-owners -- hallways, porches, pool and the grounds of the Condominium Premises).

### COMMON ELEMENTS 2.01a

Defined in the Articles of Incorporation, (Article IV, Section 1A, page 4) include, by way of example and not limitation, areas used by any/all residents (*i.e.*, hallways, stairways, porches and parking lots).

### LIMITED COMMON ELEMENTS 2.01b

Defined in the Articles of Incorporation (Article IV, Section 1B, page 5) include, by way of example and not limitation, areas used only by a Co-owner (*i.e.*, balconies, carport spaces and individual basement areas).

## BOARD OF DIRECTORS (Article X, Section 1, page 25)

There are five positions, President, Vice President, Secretary, Treasurer and a Member at Large. Terms are 2 years and are staggered so as to retain at least 2 members of the previous Board.

Any position that may become vacated can be filled by a majority vote of the Board of Directors. Each person so appointed shall be a Director until a successor is elected at the Association's next annual meeting.

As the composition of members of the Board of Directors (Article X, page 25) (the "Board") may change from time to time, please refer to the newsletter for names and phone numbers of current Board members.

## MANAGEMENT

The Association is managed by the Highlander Group for property maintenance and accounting needs. They must be contacted first. Highlander will communicate with the Board when necessary. If your issue is not resolved within a timely manner, you may then contact the Board in writing.

Questions and concerns -

Amanda Gruzin - [info@highlandergroup.net](mailto:info@highlandergroup.net) 248.681.7883

Property Maintenance –

Andrew James - [ajames@highlandergroup.net](mailto:ajames@highlandergroup.net) 248.724.2222

Accounting –

Tina Sigler - [tsigler@highlandergroup.net](mailto:tsigler@highlandergroup.net) 248.724.2214

## COURTESY

The Board hears a variety of complaints. Most are minor in nature and can be remedied or eliminated if we all adhere to the policies outlined in the Condominium Documents and practice courtesy and consideration toward our neighbors. We are all entitled to peaceful enjoyment of our homes. (Article VI, Section 1A, page 12).

### NOISE:

These buildings are old and have little insulation between walls, floors and ceilings (except for the roof area). This creates the inevitable. Tolerance must be fostered when living within close quarters as we do. There is no way for the Board to quantify the level of noise that is acceptable. For this reason, we ask that the co-owners try to resolve this issue between themselves.

If a situation arises and the issue cannot be resolved between neighbors, the following protocol should be used:

1. Discuss the situation again with your neighbor in a calm manner and compromise on a solution.
2. If the situation still is not remedied, email or write The Highlander Group with a complete description of the offense and your conversation with your neighbor.

The Board will act as an Arbitrator (Article III, Section 1, page 6).

**ODORS:** Some odors may be offensive to your neighbors. The Board again, asks that you be mindful of your neighbors and limit the activity when possible.

**SMOKING:** Please see section 3.03e

## 2.04 con't.

The following are examples for harmonious living.

### **PLEASE DO NOT:**

1. Slam doors. Some doors do not automatically latch and therefore should be pulled or pushed shut to make sure the door locks properly.
2. Place newspapers, shoes, or boots in hallways. Any personal items found will be discarded with the exception of a door mat (which should be rubber backed only).
3. Talk loudly in common element areas both inside and outside buildings after 10:00 PM
4. Play your stereo, TV or musical instruments loudly.
5. Run a vacuum, dishwasher, laundry machine or power tool before 8:00 AM or after 10:00 PM
6. Cook for prolonged or extended periods of time (except for holiday dinners).
7. Relocate placement of trash and recycle bins in the carport areas or other co-owner cans without permission.
8. Spray any type of room deodorizer or plug in fresheners in the common area (hallways).
9. Remove any smoke/CO2 detectors or carpets. If a smoke/CO2 detector needs attention, email Andrew James.

### **PLEASE DO:**

1. Inform your neighbors of scheduled contractor work in your unit, as a courtesy. No work can begin before 8:00 A.M. or after 10:00 P.M.
2. Put loose garbage inside the trash cans in the carport areas. All garbage must be bagged, tied and placed in cans. No garbage bags may be left outside a garbage can. DO NOT PUT GARBAGE IN THE BLUE RECYCLING BINS. The recycling bins are clearly marked as to what is acceptable.
3. Clean up the Common Element hallway or staircase if you make a mess in that area.
4. Pick up debris in Common Element areas.

## 2.04 con't.

5. Use loud exercise equipment (treadmills etc.) in your unit. They must be kept in the basement storage areas.
6. You **MUST request approval** from The Highlander Group (Andrew James) in advance of any **plumbing and electrical modifications** and the request must be approved before any modifications commence (Article VI, Section 3, page 15).

If approval is not granted the Association will not be responsible for any plumbing or electrical damaged to any unit or neighboring unit.

If the water must be shut off The Highlander Group (Andrew James) must be notified before work commences and with at least 24 hour notice. PLEASE NOTE that a water shutoff affects all units in the entire building.

## 2.05

# COMMUNICATION WITH THE BOARD

As of March 1, 2026 all communication must be directed to The Highlander Group. Please email first unless it is an emergency.

Questions and concerns -

Amanda Gruzin - [info@highlandergroup.net](mailto:info@highlandergroup.net) 248.681.7883

Property Maintenance –

Andrew James - [ajames@highlandergroup.net](mailto:ajames@highlandergroup.net) 248.724.2222

Accounting –

Tina Sigler - [tsigler@highlandergroup.net](mailto:tsigler@highlandergroup.net) 248.724.2214

If your issue is not resolved you may then email the Board.

All communications with the Board must be written, dated, signed by the co-owner of record and sent to:

Bloomfield Country Manor Condominium Association  
PO Box 7921  
Bloomfield Hills, MI 48302-7921  
or  
[bloomfieldcountrymanor@yahoo.com](mailto:bloomfieldcountrymanor@yahoo.com)

If a matter requires the consideration of the Board, it shall be placed on the agenda of the next meeting of the Board.

Please remember that COMPLAINTS of any nature can only be properly addressed when forwarded in writing or emailed to the Association email address.

Do not email Board members at their personal email address or text message them unless it's an emergency. The Board members will not respond unless it's an emergency.

## POOL OPERATIONS

Pool Hours: 9:00 AM – 10:00 PM

Swimming is at one's own risk. **NO LIFEGUARD IS ON DUTY!**

IN CASE OF EMERGENCY, THE POOL PHONE IS AVAILABLE FOR 911 CALLS. Pool lifesaving equipment is for emergency use only. Tanning oils are prohibited.

### **SHOWER BEFORE USING POOL!**

All guests must be accompanied in the pool area by their **resident host at all times.**

Children under the age of 14 must be accompanied by an adult.

The number of guests at any one time is limited because of the size of the pool and the number of lounges available for residents. Please be considerate of the number of guests you invite as the pool capacity is limited to 20 people.

Pool capacity is 20.

Noise should be kept at a minimum. This is a residential area. No radios, stereos, *etc.* may be used without earphones.

No running, pushing, or rough playing within pool enclosure.

Babies in diapers are not permitted in the pool.

Animals are not permitted in the pool or pool enclosure.

Glass or glass objects are not permitted in the pool area. Paper, plastic or aluminum containers are acceptable.

Food is not permitted in the pool area.

## 2.06 con't.

Be responsible. Leave the pool area as neat as you found it. Close umbrellas, replace chairs, deposit trash and refuse in containers provided. LOCK the gate when you leave.

## CO-OWNER RESPONSIBILITY

The Co-owner of record shall be held accountable for all actions of all persons who hold an interest in, or possession of, the Condominium Property; including but not limited to household members, licensees, invitees, guests, vendors, tenants, visitors and lessees. Any action of workmen, contractors, and the like, hired by said Co-owner, are the direct responsibility of the Co-owner of record.

All keys including the pool key, should be left on the premises when sale has been completed. There is a \$25.00 charge for pool keys.

All forms provided by the Board for registration of new co-owners, or renters must be returned to the Association within 10 days of receipt. A fine of \$35.00 will be assessed for late submissions.

Any updates in mortgage lender, new cars, plates or changes of resident(s) should be emailed to The Highlander Group email address immediately.

Washers and Dryers shall remain in the basement level and not installed within the unit upper levels.

See Article VI, Section 3-18, pages 15-22.

## INSURANCE

(Article IV, Section 1B, page 8)

Each Co-owner is responsible for obtaining insurance coverage, at a minimum, for replacement value with respect to the interior contents of their unit, as well as for liability for injury within their unit and upon the Common Elements. The Association requires proof of such coverage on an annual basis.

It is extremely important that your agent receive the by-laws referencing the co-owner requirements to make sure you are fully insured. HO6 policies are required at a minimum. These requirements have changed with the adoption of the amended bylaws.

## MORTGAGES

(Article VII, Section 1, page 22)

Any Co-Owner who mortgages their Unit shall notify the Association of the name and address of the mortgagee, and the Association shall maintain the information in a book entitled "Mortgages of Units."

This information is used for notifying mortgagee of any changes to the Amended Bylaws, and to notify mortgagee of any liens placed on the unit.

The Co-Owner will provide the Association of any changes of mortgagee immediately. It must be emailed or mailed to The Highlander Group.

## RESTRICTIONS

3.03

### TRASH

3.03a

Common Elements or balconies, may not be used to store trash (Article VI, Section 6A, page 18).

A trash can is assigned to each unit and is marked with the carport number. Trash is collected weekly on TUESDAY. Cans may be taken to the curb on Monday after 12:00 P.M. and need to be returned to the carport Tuesday evening. This is a township ordinance to keep can out of view.

All trash must be bagged, tied and deposited in the trash cans. Waste haulers do not lift the cans to empty. Any loose items will remain. Cleaning the can is the co-owners' responsibility. Any items (large and/or bulky) not in trash can is the responsibility of the resident to take to the curb. These items cannot be stored in the carport until trash pickup day.

If additional space is needed, black 2mil bags may left outside of the trash can. These must be removed on trash day. Any clean up required because of animals is the responsibility of the co-owner and must be cleaned up immediately.

Participation in the Bloomfield Township Recycling Program is voluntary. Should you choose to participate in the program, only items approved by the Township's waste hauler, GFL, are permissible. Please familiarize yourself with these guidelines. Recyclable material should be deposited in the blue recycle bins. **DO NOT DEPOSIT TRASH IN THE BLUE RECYCLE BINS!** Co-owners who fail to follow these guidelines may be subject to fines. Bins are taken to the curb by those who use them.

MATERIAL ACCEPTABLE FOR RECYCLING IS LABELED ON THE RECYCLING BINS.

### 3.03a con't.

Yard waste should be deposited in paper yard waste bags and any maintenance of common area flower beds must be approved by the Board before any work begins. The cost to replace any common area vegetation that is damaged, will be assessed to the co-owner who does not acquire written approval from the Board.

1. No barbeque grills, of any type, are permitted anywhere on the Condominium Premises, regardless of the language contained in the International Fire Code. The potential for liability is too great and the Board is unwilling to act as “grill police.”
2. Bicycles are not to be stored on balconies, in carports, or hallways. (Article VI, Section 6C, page 18)
3. Personal items (*i.e.* plants, furniture, decorative items, shoes, newspapers, *etc.*) are not to be placed outside the unit in Common Element hallways. Hanging personal items on the walls in the Common Element hallways is **strictly** prohibited. **One** personal item hung or mounted on the door of a unit is permissible (*i.e.*, decorative wreaths, *etc.*). NOTE: There are some common areas that were grandfathered with pictures hanging. (Article VI, Section 6C, page 18).
4. Balconies are not to be used as storage areas. Items cannot be hung from the top railing of the balcony (*i.e.* wet blankets, rugs or towels). Seasonal items must be removed at the end of the season. Summer items by November 1<sup>st</sup>, however patio furniture may remain as long as it is covered with black furniture covers manufactured for this purpose. No blankets or tarps. All others items within three weeks of a holiday. (Article VI, Section 6C, page 18).
5. No items shall be placed on the balcony top railing unless properly secured. This is for safety and maintenance concerns. Hanging flower pots supported by a bracket are

### 3.03a con't.

acceptable. Large flower pots placed on the deck floor (preferably made of lighter weight plastic rather than clay or ceramic) must be raised and have adequate ventilation beneath (flower pot stand) to encourage ventilation and evaporation of water that might otherwise be trapped under the pot and promote wood rot.

### 3.03b

## ANIMALS

(Article VI, Section 5, page 17)

Condominium Documents permit 1 cat and NO dogs. Prior written approval from the Board is required for all pets.

Requests for accommodation for “comfort animals” MUST be submitted to the Board in writing. All such requests will be immediately referred to Association legal counsel to ensure compliance with all applicable laws.

Co-owners may “pet sit” for a period of no more than 14 days, within a 6-month period, and should inform the Board and neighbors of the temporary accommodation.

Co-owners must comply with all applicable provisions in the Condominium Documents at all times. Board approval may be revoked at any time should the pet be deemed a nuisance.

No animal may be permitted to run loose on Limited and/or Common Element areas, or be left unattended on balconies. Township leash laws are enforced.

**PETS ARE NOT ALLOWED WITHIN THE POOL ENCLOSURE, BY OAKLAND COUNTY HEALTH DEPARTMENT LAW.**

## BALCONIES

(Article IV, Section 6C, page 18)

Balconies are to be used as living, and NOT STORAGE areas. Only furniture and equipment consistent with seasonal use shall be permitted to be temporarily stored on the balconies during such season.

Enlargement of balconies is strictly prohibited. (Article VI, Section 3B, page 16).

Balconies and railings shall not be used as clotheslines. Nothing shall be placed on the top railing of balconies unless properly secured. Hanging flower pots supported by a bracket are permissible. Flower pots placed on balcony floors should be elevated on a stand to allow for adequate ventilation and water evaporation. Failure to comply will void the Association's responsibility for payment of repair or replacement of damaged material.

Animals shall not be left unattended upon any portion of the Condominium Common Elements, including Limited Common Element balconies.

No barbeque grills, of any type, are permitted on balconies regardless of the language contained in the International Fire Code.

Satellite dishes must be approved before installation upon the Limited Common Element balconies. Installation on any Common Element Area of the Condominium Premises is strictly prohibited (chimneys, roofs, lawn etc.). All such satellite dishes and associated material must be completely removed and the balcony restored to its original condition (prior to installation of the satellite equipment) upon vacating the unit, or the Co-owner will be subject to fines and assessed for the cost incurred by the Association to accomplish such restoration.

## 3.03c con't.

Balconies are to be stained by co-owner every 3 years (last stained in 2025) by October 1<sup>st</sup> to prolong their life. Paint specs may be acquired by emailing The Highlander Group.

## ESTATE/GARAGE SALES 3.03d

Permission to conduct an estate or garage sale (the "Sale") must be submitted to the Board and approved at least two weeks prior to the Sale. If an agent is used, said agent must submit a copy of their liability and workers' compensation insurance policies to the Board, and such policies must protect the Association from liability.

A \$500.00 deposit is required at the time of the request and will be held until after the Sale when the Association can verify that no damage was incurred to the Common Elements or violations of the Sale rules or special instructions.

The Sale may be held for a maximum of two days and cannot begin before 9:00 a.m. and must end no later than 4:00 p.m. All debris/refuse associated with the Sale must be collected by 5:00 p.m. on each day of the Sale and be removed from the Condominium Premises by the hosting Co-owner or their agent. Disposal of items related to the Sale in Association trash receptacles is strictly prohibited.

Special instructions given by the Board in writing, are deemed necessary to conduct the sale and must be followed, such as parking, signage, traffic flow, *etc.* Failure to follow special instructions will result in forfeiture of the \$500.00 deposit and immediate termination of the Sale. Vehicles visiting the Condominium Premises must not block access to driveways, mailboxes, carports or the ability of emergency vehicles to enter or leave the Condominium Premises.

Only property located in the unit may be offered for sale. Absolutely NO furniture, appliances, equipment, clothing, household items or other personal property, *etc.*, may be brought onto the Condominium Premises by anyone and added to the Sale.

## SMOKING

The legalization, in Michigan for the use of recreational marijuana allows individuals age 21 and over to consume and possess small amounts of marijuana. While smoking generally may be allowed within an individual unit, that allowance is not an unqualified right. Rather, the smell/smoking of marijuana, cigarettes or any other substance may create a nuisance, such as objectionable odors infiltrating the common elements and other units.

If a co-owner uses tobacco products/marijuana (or landlord authorizes smoking within their unit), certain measures must be implemented to avoid a nuisance situation as referenced above. These measures include, but are not limited to:

1. reduction in the amount of smoking
2. installation of an air filtration system(s)
3. installation of outlet covers to prevent smoke from entering common element walls, and
4. installation of weather stripping around the entry door of the unit.

Failure to comply with these requirements will result in fines and the Association has the right to pursue eviction of tenants.

## VEHICLES AND PARKING

### VEHICLES

(Article VI, Section 8, page 19)

Only motor vehicles used primarily for general personal transportation purposes, may be parked upon the Condominium premises.

No inoperable vehicles (Article VI, Section 8C, page 19) of any type may be brought or stored upon the Condominium Premises either temporarily or permanently. This is also a Township ordinance.

No vehicles of any type are to be serviced, maintained, or in any way repaired on the Condominium Premises (Article VI, Section 8C, page 19). Any motor vehicle leaking fluid is to be repaired before parking on the Condominium Premises.

Car washing is permitted if an off-on nozzle is used to conserve water

#### NO

House trailers	Commercial vehicles
Boats and/or boat trailer	Camping vehicles and/or trailers
Motorcycles and/or trailers	Jet skis and/or trailers
Snowmobiles and/or trailer	All-Terrain Vehicles and/or trailers

#### PARKING

(Article VI, Section 8D, page 19)

Each Co-owner shall park their car in their assigned carport space and any additional vehicles belonging to other residents in the unit shall be parked in the visitor parking lot.

Carport parking spaces are **owned** by the Co-owners of the units to which they are assigned (as Limited Common Elements). Therefore, parking in a carport space other than that which is assigned to your

## 3.04 con't.

unit without the express consent of its rightful owner is *strictly* prohibited.

**Only one vehicle per licensed driver is permitted on the Condominium Premises on a permanent basis.**

**All** vehicles parked on the Condominium Premises on a permanent basis **must** be registered with the Association.

Parking spaces adjacent to the carports (on each outside end) are reserved for contractors.

Please be mindful of elderly or disabled neighbors and make every effort to keep general parking spaces closest to doorways available for them, as well as others dropping off shopping packages. If you will be away for any length of time, as a courtesy to your neighbors please make certain to park your vehicle in your assigned carport space and any additional vehicles in the farthest parking spaces from the doors in the visitor parking lot.

## UNUSED VEHICLES (Article VI, Section 8C, page 19)

No vehicle shall be permitted to be parked on the Condominium Premises unless it is owned and operated by a properly registered resident; and

- a. is operable;
- b. has current license plates/tabs and registration; and
- c. has been properly registered with the Association

Abandoned, unlicensed and/or vehicles not in compliance with the above may be removed by the Association from the Condominium Premises, at the expense of the vehicle owner, without liability to the Association.

### 3.04 con't.

The Board must be notified of the intent to park vehicles not registered with the Association on the premises for an extended period of time.

### 3.05

## UNIT SALE OR TRANSFER OF DEED (Article VI, Section 17, page 22)

Co-owners who intend to sell their Unit shall give written notice to the Association of their intention to sell. Written notice shall be provided at least twenty (20) days prior to the Unit Sale.

Agent lock boxes are to be affixed to the bottom of the porch railing. Any lock box not recovered after 30 days of sale will be forcefully removed and disposed.

## UNIT LEASING

(Article VI, Section 2, page 12)

A Co-owner desiring to rent or lease their unit must comply with the procedures contained in the Condominium Documents or be subject to a \$1000.00 fine. To ensure compliance with these procedures, each Co-owner is urged to carefully review the Condominium Documents before renting or leasing their unit. Rental units cannot exceed 25% (10 units) of the total number of units. There is an exception to leasing under certain circumstances. (Article VI, Section 2b, page 13).

Co-owners desirous of leasing/renting their unit are required to inform the Board of their intent and submit a sample copy of the intended lease form to the Board for review at least 10 days prior to the date of execution/signing. This includes lease renewals. There is a \$100.00 charge for reviewing and monitoring leases. Upon approval of the lease, the Co-owner shall supply the Board with the proper information on the tenant(s) intended for occupancy of the unit. A “welcome packet” with required forms to be completed by the tenant will be supplied to the Co-owner/landlord upon Board approval of the lease. It is the responsibility of the Co-owner/landlord to ensure that said forms are returned to the Association within 10 days of the date of execution of the lease.

Co-owner/landlords are responsible for all actions of their tenants, as stipulated in the Condominium Documents and this Co-owner Handbook.

It is the Co-owner/landlord’s responsibility to supply the tenant with a copy of the Condominium Documents and the Co-owner Handbook. The Board will forward electronic copies upon request, but will not be responsible for providing additional hard copies.

It is the responsibility of the landlord to obtain all keys from exiting renter, including the pool key. Additional key requests will result in a \$25.00 charge.

## SIGNS

(Article VI, Section 10, page 20)

Except for the U.S. flag no larger than 3' x 5' that is located in a Board approved area, no flags, notices, advertisements, pennants or signs, including "for sale" and "open house" signs, shall be displayed which are visible from the exterior of a Unit without the Board's written permission, unless in complete conformance with the Association's rules and regulations.

## PROPERTY DAMAGE

(Article XV, Section 1B, page 32)

Co-owners are responsible for any and all damages to Common Elements caused by themselves, their tenants, family members, visitors, contractors, workers, or other persons who have an interest in or possession of a unit.

Violators will be assessed for the actual costs for the replacement and/or repair of damaged property.

## PHYSICAL MODIFICATIONS (Article V, Section 2, page 9)

No Co-owner or those having possession of a unit, shall make or permit alterations in exterior appearance, make or permit structural modifications to their unit, or make changes in any of the Common Elements, Limited or General, without the express prior written approval of the Board (Requested through The Highlander Group). The Board may approve only such modifications as do not impair the soundness, safety, utility, uniformity or appearance of the Condominium Premises.

Any Co-owner or person making any such unauthorized alterations or modifications are required to reimburse the Association, upon receipt of demand for payment, all costs and expenses incurred by the Association including, but not limited to, attorneys' fees for the removal, restoration or repair of any such unapproved alterations. The Association must be notified in advance of ALL such intended modifications.

All co-owners must request in writing, approval for (Article V, Section 2-3, page 9) any plumbing repairs or maintenance before the repair or replacement commences. The Association is responsible for the common elements between walls. If approval is not requested, the Association will not be responsible for any damage caused by the repair or replacement.

### **Landscape and Decoration of Common Elements.**

Any co-owner wishing to perform any type of landscaping of flowers must request in writing to the Board (through The Highlander Group), a plan and type of flowers before planting. The Board will review the request and contact the co-owner with the decision. Failure to request permission will result in fines and the Boards right to remove any unauthorized plantings.

### 3.09 con't.

#### NOT PERMITTED:

1. Trees and shrubs
2. Ornamental materials which include:  
statuary, bird feeders, bird baths, exterior lighting,  
furniture, implements, rocks or boulders, fencing or other  
decorative items.
3. Pots or plants and/or flowers on common area porches

Care and maintenance of (including removal at the end of the planting season) any co-owner installed landscaping shall be the co-owner's responsibility. If the co-owner fails to maintain it to the Associations satisfaction, the Association has the right to maintain or remove and assess the co-owner for the cost in the manner provided.

## ASSOCIATION RESPONSIBILITY

### ASSOCIATION FEES

4.01

ASSESSMENTS (Article II, Section 3, page 2)

Monthly Assessments (dues) are **DUE AND PAYABLE ON THE FIRST DAY OF EACH MONTH FOR THAT MONTH.** Advance payment may be made in one check.

Special and Additional Assessment payments are due on the first of each month and are considered late if not received by the last day of the month, unless otherwise stated.

All payments are to be sent to The Highlander Group using the various options for payment. Contact the Highlander Group at 248.681.7883.

Any Co-owner experiencing financial difficulty should email the Board immediately to discuss other payment options.

#### DELINQUENCY PROCEDURES (Article II, Section 4, page 3)

1<sup>st</sup> of the month –

- monthly Association assessment DUE

After 10 days – violation letter sent

- late charge of \$35.00
- 7% interest (per annum)

After 30 days – second violation letter sent

- fine of \$35.00
- 7% interest (per annum)

After 60 days –

- accelerated payment
  - 7% interest (per annum)
- collection proceedings by Association legal counsel lien placed on unit

## 4.01 con't.

- garnishment of wages or foreclosure on unit
- Co-owner in default assessed for the cost of all legal fees, court costs and other professional assistance fees incurred in relation to collection proceedings

## DISENFRAANCHISEMENT

A Co-owner in default shall neither be entitled to vote at any meeting of the Association, nor be permitted use of the swimming pool, so long as such default continues.

## 4.02

## INSURANCE

### ASSOCIATION

(Article IV, Section 1A, page 7)

The Condominium Documents require that the Association carry fire, extended coverage, vandalism and malicious mischief, liability, and workers' compensation insurance, if applicable, with respect to all of the Common Elements of the project.

The Board is responsible for obtaining insurance coverage for the Association. Each Co-owner's prorated share of the annual Association insurance premiums is included in the monthly assessment.

A co-owner may request a copy of this coverage to fulfill mortgage requirements by contacting the Association insurance agent. Please refer to the newsletters for this information or write or email the Board.



## LANDSCAPING

(Article VI, Section 13, page 21)

No Co-owner shall perform any landscaping, plant or trim trees, plant or trim shrubs, flowers or ornamental materials, bird feeders, etc., without the written approval from the Board (through The Highlander Group). Co-owner's shall not maintain any common area vegetation without the written approval of the Board, with exception to any annual flowers planted in the flower beds. Any Co-owner who damages common area vegetation will be assessed for the replacement of such items.

## MEETINGS

(Article X, Section 1, page 24)

Board of Director (Article X, Section 8, page 28) meetings will be held in a suitable place convenient to the Board members. No Board of Directors meeting is “open” to Co-Owners.

If a Co-Owner wishes to discuss a topic with the Board, the Co-Owner shall notify the Board in writing of the topic. The Board will add the topic to the next meeting agenda and notify the co-owner of a date and time.

**Annual meetings** (Article IX, Section 3, page 24) are held in June, but may be changed to accommodate the attendance of Co-Owners. Notice will be given of any changes within 10 days, but not more than 60 days.

**Special meetings** may be held to discuss issues that require the Associations approval of projects or input of suggested improvements.

These meetings will be held in a Township building and notification will be sent 10 days but not more than 60 days prior to the meeting date.

## AMENDMENTS

This Co-owner Handbook may be amended from time to time by a majority vote of the Board at any duly convened meeting.

Written notice of any amendments will be distributed to all Co-owners following their adoption.

## REVISION TABLE

DATE	SECTION #	CHANGE
28AP2022	ENTIRETY	UPDATED TO AMENDED BYLAWS
14SE2022	4.01	ADDED DROP BOX FOR CHECKS
28JA2023	2.04	ADDED LOUD EXERCISE EQUIPMENT
21SP2023	2.01	MORE SPECIFIC PAYMENT DUE DATES
26NO2023	3.03a4	PATIO FURNITURE
01MR2026		EMERGENCY NUMBERS
01MR2026	various	ADD HIGHLANDER GROUP FOR CONTACT INFORMATION